

- 2) Copy the formula to create a row of random numbers.
- 3) Click the bottom right corner of the selected cell, and drag to the right and downward until the desired cell range is selected.

Defining cell styles

The next step is to apply a cell style to all values that represent above-average turnover and one to cells that are below the average.

- 1) Right-click in a blank cell and select **Format Cells** in the context menu to open the Format Cells dialog.
- 2) Click the *Background* tab, press the **Color** button, and select a background color, then click **OK**.
- 3) In the Conditional Formatting dialog, select **New Style** from the *Apply Style* drop-down list to open the Cell Style dialog.
- 4) Enter a name of the new style. For this example, name the style *Above*.
- 5) Define a second style, click again in a blank cell and proceed as described above. Assign a different background color to the cell and assign a name. For this example, name the style *Below*.

Calculating average

In our particular example, we are calculating the average of the random values. The result is placed in a cell:

- 1) Click in a blank cell, for example, J14, and go to **Insert > Function** on the Menu bar, or click the **Function Wizard** icon on the Formula Bar, or press *Ctrl+F2*, to open the Function Wizard dialog.
- 2) Select AVERAGE from the Functions list.
- 3) Use the cursor to select all your random numbers.
- 4) Click **OK** to close the Function Wizard.

Applying cell styles

Now you can apply the conditional formatting to the sheet:

- 1) Select all cells containing the random numbers.
- 2) Go to the **Format > Conditional > Condition** on the Menu bar to open the Conditional Formatting dialog.
- 3) Define the condition for each cell as follows: if cell value is less than J14, format with cell style *Below* OR if cell value is greater than or equal to J14, format with cell style *Above*.

Hiding and showing data

In Calc you can hide elements so that they are neither visible on a computer display nor printed when a spreadsheet is printed. However, hidden elements can still be selected for copying if you select the elements around them; for example, if column B is hidden, it is copied when you select to copy columns A to C. When you require a hidden element again, you can reverse the process and show the element.